## **Community Services Department Escalante Community Center**



## **ROOM RESERVATION REQUEST 2013**

2150 E. Orange St. Tempe, AZ 85281

www.tempe.gov/escalante

Phone: 480-350-5800

Fax: 480-350-5815

RESPONSIBLE PARTY INFORMATION (Must be present at meeting/event)											
First Name		Last Name			Business Phone		Ce	II/Home Phone			
Mailing Address			1	City		St		Zip			
Mailing Address				City		Ol.		Σιρ			
Email Address											
ALTERNATE CONTA	CT PERSO	<u>N</u>									
First Name		Last Name			Business Phone		Ce	II/Home Phone			
Email Address											
ORGANIZATION INF	ORMATION	<u>[</u>									
Organization Name:											
Mailing Address (If diffe	erent from Resp	oonsible Party)		City		St		Zip			
Brief Description of O	ganization										
MEETING INFORMA	ΓΙΟΝ										
Description of Meeting	g/Event:										
Number of Attendees:			# of Table	es Ne	eded:		# of Ch	nairs Needed:			
Will your meeting/ever any of the following:	nt include		Food/Dri	nk	Arts/Crafts	Amp	olified N	/lusic/DJ			
Will your meeting/evenuse of:	nt need the		PA System		Projection System		TV/DVD Cart				
Any special accommo	dations:										

This is an application only. Nothing is finalized until all payments and required documents are received and a permit is sent to you from the Community Services Department. By signing below I attest that I am at least 18 years of age, and have read, understand and agree to comply with all of the attached room reservation policies and procedures.

Signature of Responsible Party					Date			
FOR OFFIC	FICE USE ONLY DATE RECEIVED: PE		ERMIT #:					
City Dept.	Resident	Non-F	Resident	Not for Profi	Commercial/For Prof	it	DATE OF EVENT:	

**ROOM INFORMATION** LaPaz(25) Brio(25) Bravo(25)

Senior Center(50)

HOURS AVAILABLE
Monday-Thursday 8am-8:30pm 8am-7:30pm 10am-4:30pm 1pm-5:30pm Fridays Saturdays

**ORGANIZATION NAME** 

RESPONSIBLE PARTY\_

Sundays

## **DATES REQUESTED (PLEASE CIRCLE)**

Please include set-up and take-down time when requesting dates & times \*\*Blacked out dates indicate facility closed

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	31											

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	AUGUST 2013											
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	SEPTEMBER 2013												
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DECEMBER 2013						
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HOURS:	HOURS:	HOURS: